© 2009

SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

A Meeting of the Swanscombe and Greenhithe Town Council will be held on

Thursday 11 October 2018 at 7.00pm

at: The Council Offices, The Grove, Swanscombe, DA10 0GA.

Graham Blew

Graham Blew
Town Clerk

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 19 onwards.

Dated: 4 October 2018

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

LOCAL COUNCIL AWARD SCHEME FOUNDATION

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
Tel: (01322) 385513 Fax: (01322) 385849

A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive apologies for absence.

2. Declarations of interest in items on the Agenda.

At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.

3. To approve the Minutes of the Meeting held on 5 July 2018 and the Special Meeting held on 9 August 2018 (p).

4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).

5. TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p):

- Planning, Major Developments, Transportation & the Environment Committee – 4 July 2018, 5 September 2018 and 24 September 2018.
- Recreation, Leisure & Amenities Committee – 20 September 2018.
- Finance & General Purposes Committee – 6 September 2018.
- Personnel Committee – 19 July 2018 and 9 August 2018.
- Community Safety Committee – 11 July 2018.
- Heritage Sub-Committee – 3 July 2018 and 11 September 2018.

6. COMMUNITY GOVERNANCE REVIEW – DARTFORD BOROUGH COUNCIL (DBC) (p).

Attached for members' information is the relevant extract, for this area, from the report of the DBC General Assembly of Council agenda for 27 September 2018 meeting. The report contains the following recommendations:

1. *That the external boundary of Swanscombe and Greenhithe Town Council be amended, removing the area of Ebbsfleet as shown at Annex 1.*

2. *That Swanscombe and Greenhithe Town Council be represented by 13 councillors and separated into the following wards and representation;*

Swanscombe Ward – 6 Councillors
Greenhithe Ward – 4 Councillors
Knockhall Ward – 3 Councillors

The above recommendation was agreed by the GAC on 27 September 2018.

Recommended: To note.

7. GENERAL DATA PROTECTION REGULATIONS (GDPR) – ACCEPTABLE IT POLICY FOR TOWN COUNCILLORS (p).

Further to minutes 618/17-18 and 176/18-19 members are asked to consider adopting the Acceptable IT Policy for Town Councillors, subject to agreeing electronic correspondence being sent via Town Council email addresses only.

Recommended:

1. That electronic correspondence be sent via Town Council email addresses only.
2. That the Acceptable IT Policy for Town Councillors be adopted.

8. HISTORIC MINUTES – SWANSCOMBE URBAN DISTRICT COUNCIL (p).

Mr Christoph Bull has kindly donated the attached minutes to the Town Council and these are now located in the Council Chamber. The minutes were given to Mr Bull by Mark Crosby, son of former Town Mayor (1988 – 1989) Councillor Mr Mike Crosby.

Recommended: To note.

9. KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – PARISH NEWS (p).

Please find attached for your information the September 2018 issue of the Parish News.

Recommended: That the item be noted

10. PERIODIC YOUTH SERVICE (p).

Further to minute 253/17-18 where members agreed to commission a periodic youth service during 2018 – 2019, attached are two proposals provided by suppliers.

Both were provided with a specification for a periodic service, covering a one year contract, within a budget of £6,500 with the option of using a Town Council hall as part of the arrangement. A third company were approached and provided the specification but were unable to provide a proposal.

The specification called on the companies to be innovative and decide what to deliver that would best attract the target age group of 11 – 17 year olds.

It is worth noting that proposal 2 is using its own facilities whereas proposal 1 is reliant on the Town Council providing a venue.

Members are asked to consider which of the two proposals to commission.

Recommended: To discuss and advise accordingly.

11. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Councillor Ms L C Howes	Annual Finance Conference – KALC	18 October 2018 - Ditton
Councillor Mrs S P Butterfill	Annual Finance Conference – KALC	18 October 2018 - Ditton
Councillor Ms L C Howes	Chairmanship Conference - KALC	13 December 2018 – East Malling
Councillor Ms L M Cross	Chairmanship Conference - KALC	13 December 2018 – East Malling

Recommended: That the item be noted.

12. REPORTS OF OUTSIDE REPRESENTATIVES.

This provides an opportunity for Members' appointed as representatives on outside bodies to provide a report at the Meeting.

12.1 Swanscombe Children's Centre (SCC).
Councillor Mrs S P Butterfill is the Councils representatives on the SCC. As previously agreed the agenda and minutes for the 10 July 2018 meeting are available in the Chamber for inspection.

12.2 North West Kent Volunteer Centre (NWKVC).
Councillor Mrs S P Butterfill is the Town Councils representative on the NWKVC and she has requested that this item be on future agendas to enable her to give a verbal update.

12.3 Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)
Councillor P M Harman is the Town Councils representative on the CHEQCLG. As previously agreed the minutes from the 24 July and 28 August 2018 meetings are available in the Chamber for inspection.

12.4 Kent Association of Local Councils Dartford Area Committee (KALCDAC).
Councillor Ms L C Howes and the Town Clerk are the Council's representatives on the KALCDAC. As previously agreed the agenda for the 2 October 2018 meeting, including the minutes from the 12 June 2018 meeting, are available in the Chamber for inspection.

12.5 Borough and Parish Forum (DBC) (BPF)
The Town Mayor and Town Clerk are the Council's representatives on the BPF. As previously agreed the Agenda for the 3 July 2018 meeting is available in the Chamber for inspection.

12.6 Ingress Park (Greenhithe) Management Limited (IPGM).
Councillors' P M Harman and P C Harris are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

13. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives Kent County Councillor for Swanscombe and Greenhithe, Mr Peter M Harman the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

14. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the 6 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

15. SEALING OF DOCUMENTS.

There are none.

16. TOWN MAYOR'S ANNOUNCEMENTS.

17. QUESTIONS.

Please note that questions do not form part of the Meeting. They are merely the opportunity for Members to exchange information.

18. EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

19. WALK TALL (p).

Further to minutes 330/17-18 and 631/17- 18 Walk Tall have supplied the following documents/information for members consideration;

A - Feasibility Study
B - Business Plan

Further to minute 199/18-19 members are asked to consider an alternative proposal considered and recommended by the Recreation, Leisure and Amenities Committee on 20 September 2018 (minute attached)

Recommended: To discuss and advise accordingly.

20. COMPLAINT (p).

A complaint was received on 9 July 2018 and was resolved in accordance with the Complaint Handling Procedure which includes:

> *The Town Clerk or Town Mayor shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.*

The attached documents are labelled:-

A – Original complaint – 9 July 2018
B – Original response by Town Clerk - 9 July 2018
C – Follow up email, with attached letter, from Town Clerk to complainant – 17 July 2018
D – Email from complainant confirming acceptance of apology letter and appreciation of *"swift response in dealing with this matter"* – 17 July 2018

This item has been placed on the confidential part of the agenda as it includes medical information of an individual which will be detailed at the meeting.

Recommended: To endorse the actions taken in dealing with the complaint.

21. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE (p).

Further to minutes 72/18-19 and 201/18-19 members are asked to accept the parking provision offered by Crest and endorse the Town Council taking this forward. Attached for members consideration;

A – Extract of minutes 201/18-19 Recreation Leisure & Amenities Committee meeting 20 September 2018
B – Correspondence received from Crest dated 20 September 2018 with offer of parking provision.
C – Correspondence received from Crest dated 1 October 2018 with answers to questions raised by officers.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- Local Councils Update – Issue 219, July 2018, Issue 220, August 2018, Issue 221, September 2018.
- The Clerk Magazine, Society of Local Council Clerks, Vol.49, No.4, May 2018 and Vol. 49, No.5, September 2018.
- Clerks & Councils Direct – July 2018, Issue 118, September 2018, Issue 119.
- LCR, magazine of the National Association of Local Councils, summer 2018.

You can follow us on Social Media and via our website.

Swanscombe and Greenhithe Town Council Website:
http://www.swanscombeandgreenhithetowncouncil.gov.uk